



Appendix 8: Training Certificate

Victorian COVID-19 Clinical Skills and Competencies

The Clinical Skills and Competencies Assessment is to verify that every emergency authorised worker (under a Public Health Emergency Order) is deemed clinically skilled and competent to possess, prepare and/or administer COVID-19 vaccines.

This checklist and training certificate must be completed and issued by an appropriately experienced and qualified authorised worker (for example a pharmacist could oversee the vaccine preparation skills and competencies of a pharmacy technician, or an experienced nurse immuniser could oversee the vaccine administration skills and competencies of a registered nurse). It is only required to be completed once and a copy must be made available to the emergency authorised worker as evidence of their clinical competency in Victoria, available to use across all Victorian health services. To minimise the risk of misplacement and loss, where possible, the worker and employer should keep a digital copy of the assessment when completed.

All other pre-requisite training (including the Commonwealth COVID-19 Vaccination Training Program, Victorian COVID-19 eLearning Competency and Victorian COVID-19 AstraZeneca Supplementary eLearning) must be completed before the COVID-19 Clinical Skills and Competencies Assessment.

Workers who are authorised to prepare the vaccine only (not administer) must demonstrate competence in vaccine preparation only. Workers who are administering the vaccine must show competence in both preparation and administration steps.

COVID-19 Vaccination Provider Organisation where appropriately experienced and qualified authorised worker (person completing this form) is certifying the emergency authorised worker as clinically competent	Click or tap here to enter text.
Emergency authorised worker name Name of emergency authorised worker requiring certification.	Click or tap here to enter text.
Emergency authorised worker Ahpra ID (if applicable; e.g. NMW0000000000) Ahpra number / identification of the emergency authorised worker.	Click or tap here to enter text.
Emergency authorised worker occupation Occupation and year level (if applicable for students)	Click or tap here to enter text.
Emergency authorised worker Staff ID Number (optional)	Click or tap here to enter text.
Evidence of successful completion of the <u>Commonwealth COVID-19 Vaccination Training Program</u> Appropriately experienced and qualified authorised worker to confirm they have sighted evidence the worker has completed the core and additional modules of the Commonwealth COVID-19 vaccination training program.	<i>Tick to confirm</i> <input type="checkbox"/>
Evidence of successful completion of the <u>Victorian COVID-19 e-Learning Competency Training</u> Appropriately experienced and qualified authorised worker to confirm they have sighted evidence the emergency authorised worker has completed the Victorian COVID-19 e-Learning Competency training package.	<i>Tick to confirm</i> <input type="checkbox"/>

Evidence of completion of the Victorian COVID-19 AstraZeneca Supplementary eLearning

Appropriately experienced and qualified authorised worker to confirm they have sighted evidence the emergency authorised worker has completed the Victorian COVID-19 AstraZeneca Supplementary eLearning.

Tick to confirm

Practical training

Some workforces authorised under Public Health Emergency Orders have lower baseline level of skills and competency in vaccination and will require additional training to address knowledge and practical training gaps.

This practical bridging training (Part 1) must be completed by the cohorts listed below before completion of the COVID-19 Clinical Skills and Competencies Assessment. All other cohorts eligible under the PHEOs only need to complete the skills and competency assessment (Part 2).

Category	Role	Workforce
Dental and oral health workforce	Prepare and administer	<ul style="list-style-type: none"> • Dentist (including dental specialists) • Oral health therapist • Dental hygienist • Dental therapist
Allied health workforce	Prepare and administer	<ul style="list-style-type: none"> • Physiotherapist • Occupational therapist • Podiatrist • Optometrist • Medical radiation practitioner • Orthoptist • Prosthetist / Orthotist • Dietician • Speech pathologist
Pharmacy workforce	Prepare and administer	<ul style="list-style-type: none"> • Pharmacist • Intern pharmacist
Pathology workforce	Prepare and administer	<ul style="list-style-type: none"> • Pathology collector (completed Cert III minimum)
Dentistry, oral health, allied health, pharmacy, nursing, midwifery and paramedicine students	Prepare and administer	<ul style="list-style-type: none"> • Dentistry student (fourth year and above, or third year Master's) • Oral health student (third year) • Physiotherapy student (fourth year, or second year Master's, or equivalent) • Occupational therapy student (fourth year, or second year Master's, or equivalent) • Pharmacy student (fourth year) • Podiatry student (fourth year) • Nursing / midwifery student (second year) • Paramedicine student (second year)
Medical laboratory science, research and technician workforce	Prepare only	<ul style="list-style-type: none"> • Medical laboratory scientist • Researchers or scientists with relevant biomedical laboratory /research experience in using aseptic techniques within the last ten years • Medical laboratory technician
Medical laboratory science, pharmacy students and	Prepare only	<ul style="list-style-type: none"> • Medical laboratory science student (final year) • Pharmacy student (second and third year)

technicians and dental assistants	<ul style="list-style-type: none"> • Pharmacy technician • Dental assistant (completed Cert III minimum)
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Part 1: Practical training guidance

This guidance outlines the steps in the COVID-19 vaccination process that workforces require training to build skills and competence to undertake authorised vaccination activities relevant to their role. The trainer should demonstrate each of the steps, address any questions, and facilitate each of the activities listed in each part.

Workforces that are eligible to prepare the vaccine only (as opposed to those eligible to prepare and administer) are only required to complete the COVID-19 vaccination preparation part of the training.

Practical training must be delivered by an appropriately experienced and qualified authorised worker (for example a pharmacist could oversee the vaccine preparation skills and competencies of a pharmacy technician, or an experienced nurse immuniser could oversee the vaccine administration skills and competencies of a registered nurse).

Upon completion of bridging training, the participant must complete the COVID-19 Clinical Skills and Competencies Assessment.

Part	Competencies	Complete
Part 1	<p>Pre-screening and consent</p> <ul style="list-style-type: none"> • Demonstration of the patient pre-screening and consent process by trainer. Sites using the COVID-19 Vaccine Management System (CVMS) should ensure participants can access and record consent in CVMS. • Discuss escalation process when valid consent is not obtained (e.g. language barriers, consent on behalf of another person, vaccine hesitancy). • Demonstrate the identification of a contraindication and the steps that must be taken when a contraindication is identified. • Understand the dosing intervals for different vaccines and the steps that must be taken when there is deviation from these recommendations. • Activity: participants to simulate the pre-screening and consent process in pairs or with a trainer. 	<input type="checkbox"/>
Part 2	<p>Hand hygiene and infection control measures</p> <ul style="list-style-type: none"> • Demonstration of hand hygiene and other infection control measures at vaccination site, including appropriate donning and doffing of required personal protective equipment. • Activity: participants to demonstrate hand rub using alcohol-based sanitiser. 	<input type="checkbox"/>
Part 3	<p>Preparing the injection site</p> <ul style="list-style-type: none"> • Trainer to demonstrate patient positioning, social distancing, and identification of the deltoid site for injection. • Discuss considerations as to young, frail or obese persons when positioning patient and selecting correct needle gauge. 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Activity: participants to demonstrate patient positioning and location of the deltoid. 	
Part 4	<p>Intramuscular technique</p> <ul style="list-style-type: none"> • Demonstration of intramuscular injection technique and sharps disposal. • Discuss where different needle size and lengths may be required. • Activity: participants to practice intramuscular technique. Injection pads may be used to facilitate this process. 	<input type="checkbox"/>
Part 5	<p>Post-vaccination care</p> <ul style="list-style-type: none"> • Demonstrate how vaccination is documented and reported to the Australian Immunisation Register (AIR) e.g. using CVMS or clinical management software. • Trainer to demonstrate after-care advice that should be provided following COVID-19 vaccination, including adverse effects, observation period, provision of patient information, and second dose management. • Activity: participants to simulate post-vaccination care advice in pairs. 	<input type="checkbox"/>
Part 6	<p>Adverse events following immunisation</p> <ul style="list-style-type: none"> • Trainer to discuss the symptoms and management of vasovagal episode. • Trainer to discuss the symptoms and management of anaphylaxis. • Articulate and demonstrate the action taken in the event of anaphylaxis or vasovagal episode, including the location and procedure for authorised persons administering adrenaline and escalation processes for a suspected deteriorating patient. • Activity: participants to role-play actions taken in the event of anaphylaxis 	<input type="checkbox"/>
Full vaccination process simulation	<p>Learners will be put in pairs and observed by an experienced immuniser.</p> <p>Learners must demonstrate the following steps to simulate a COVID-19 vaccination procedure:</p> <ul style="list-style-type: none"> • Welcome patient and describe the COVID-19 vaccination process • Patient identification verification and pre-screening • Obtain and document valid consent • Perform hand hygiene • Identify the vaccination site (deltoid muscle) • Administer an intramuscular injection – this may be simulated or facilitated using an injection pad and saline for injection • Provide after-care advice including management of adverse effects • Document the vaccination occasion using CVMS or other AIR compliant software. 	<input type="checkbox"/>

COVID-19 vaccine preparation	COVID-19 vaccine handling and preparation <ul style="list-style-type: none"> • Trainer to demonstrate preparation of a COVID-19 vaccine by reconstituting (if applicable) and drawing up from a multi-dose vial using aseptic technique. • Trainer to demonstrate the labelling requirements for the vaccine. • Trainer to demonstrate the waste and sharps disposal process for the COVID-19 vaccine. • Discuss the storage conditions of prepared vaccines. • Activity: participants to demonstrate preparation of the COVID-19 vaccine using aseptic technique. 	<input type="checkbox"/>
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Following successful completion of the practical training, the emergency authorised worker must meet the requirements of the Victorian COVID-19 Clinical Skills and Competencies Assessment (Part 2). This includes successful completion of a minimum of five supervised COVID-19 vaccinations.

Part 2: COVID-19 Clinical Skills and Competencies Assessment

Vaccine preparation

Competencies displayed by the emergency authorised worker to possess and prepare the vaccine	Tick to confirm
1. Can demonstrate the safe setup of a vaccination work station and identify the required equipment	<input type="checkbox"/>
2. Can demonstrate appropriate use of personal protective equipment (PPE) as required	<input type="checkbox"/>
3. Can demonstrate appropriate handling and disposal of sharps including aseptic technique	<input type="checkbox"/>
4. Has successfully completed training in the preparation, labelling and handling of multi-dose vaccine vials <ul style="list-style-type: none"> a. Pfizer COVID-19 vaccine (if relevant) b. AstraZeneca COVID-19 vaccine (if relevant) c. Moderna (Spikevax) COVID-19 vaccine (if relevant) 	<input type="checkbox"/>
5. Can demonstrate that process to verify that cold-chain requirements have been maintained	<input type="checkbox"/>

Vaccine administration

Competencies displayed by the emergency authorised worker to possess and administer the vaccine in addition to the above vaccine preparation competencies	Tick to confirm
1. Can demonstrate the ability to obtain consent for and communicate vaccination procedure to consumer. 2. Can describe additional actions that must be considered to obtain consent in the following patient groups: <ul style="list-style-type: none"> a. Children under the age of 18 years b. Individuals with additional needs (e.g. disability, older adults, consent by an agent or carer, language or cultural barriers) c. Individuals under the age of 60 receiving the Astra-Zeneca vaccine 	<input type="checkbox"/>
3. Can demonstrate the ability to perform vaccination pre-screening and can address contraindications and precautions such as: <ul style="list-style-type: none"> a. Other vaccines (including influenza vaccine) administered within the past 7 days b. Anaphylaxis to any vaccine, or any components of COVID-19 vaccines c. Relevant medical history (e.g. past history of cerebral venous sinus thrombosis) 	<input type="checkbox"/>
4. Can answer common patient questions associated with COVID-19 vaccines: <ul style="list-style-type: none"> a. Adverse events following immunisation (AEFI) b. Vaccine safety 	<input type="checkbox"/>
5. Can demonstrate how to record a completed vaccination to AIR	<input type="checkbox"/>
6. Can demonstrate appropriate vaccine administration technique	<input type="checkbox"/>
7. Has successfully completed a minimum of five supervised vaccinations	<input type="checkbox"/>
8. Can describe how to escalate to an authorised supervisor in the event of: <ul style="list-style-type: none"> a) Difficulties obtaining valid consent (e.g. language barriers) b) Adverse events following immunisation (e.g. anaphylaxis) c) Vaccination errors 	<input type="checkbox"/>

Details of person completing this form

Name	Click or tap here to enter text.	Signature	
Position	Click or tap here to enter text.	Date	Click or tap to enter a date.